

**IBI**  
Global Insights - Local Solutions

**Prequalification of Monitoring, Evaluation, Learning (MEL) subcontractors**

**Call for Expression of Interest**

**Summary**

IBI seeks qualified, eligible non-governmental organizations (for profit and not-for-profit) ("offerors") to fulfill future needs for services to support USAID-funded "Tanzania Monitoring, Evaluation, Learning and Adaptation (T-MELA) Activity. Interested parties should respond to this solicitation which intends to create a list of prequalified firms who will be eligible to submit proposals for future monitoring, evaluation, and learning (MEL) related tasks under T-MELA.

Successful offerors will be given the opportunity to participate in a competitive process and submit a brief proposal for specific services. This mechanism will allow IBI to procure anticipated MEL services through a streamlined and efficient process.

**Solicitation Details**

Solicitation Number:	TZ-RFP-25-001
Issuer:	International Business Initiatives (IBI)
The Project:	7200AA20D000026/7206212300001 Tanzania Monitoring, Evaluation, Learning and Adaptation Activity (T-MELA)
Issuer's Client:	U.S. Agency for International Development (USAID)
Deadline for Questions:	January 17, 2025, 17:00 EAT We intend to have an in-person Q&A on January 23, 2025, at T-MELA Activity office 395 Ursino Building ,4 <sup>th</sup> floor Morocco Junction, Mwai Kibaki Road, Dar es salaam
Offer Deadline:	January 30, 2025, 17:00 EAT

Inquiries and offers should be directed to the following contact:

[tmelaproposals@tanzania-tmela.com](mailto:tmelaproposals@tanzania-tmela.com)

**Part 1: Background & Requirements**

**1.1 Background**

IBI is a U.S.-based private company, which primarily implements contracts and grants for the U.S. Agency for International Development (USAID).

IBI was awarded contract No. 7200AA20D000026/72062123F00001 "Tanzania Monitoring, Evaluation, Learning and Adaptation Activity funded by USAID. This four-year contract aims to support USAID/Tanzania with evaluations, studies and assessments, performance and context

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monitoring data collection, and capacity building in MEL to improve the Mission, Government of Tanzania, USAID implementing partners (IPs), and local organizations performance monitoring and management systems and processes aligned with the Mission's Country Development Cooperation Strategy (CDCS) 2020-2025 and onward. Support will consist primarily of assisting the Mission in carrying out monitoring and evaluation, as well as building the capacity of both the USAID Mission and implementing partners (IPs), service providers/ companies, government counterparts, and academia in the area of MEL, collaboration, and adaptation.

This activity will provide support to the Mission and its implementing partners (IPs) wherever USAID/Tanzania implements activities.

### **1.2 Requirements**

Establish a Bench: IBI seeks to select prequalified civil society organizations, private universities, and private companies that will allow a fast, flexible basis for subcontracting specific tasks. The prequalified subcontractor list will establish a small "bench" of eligible, and responsive subcontractors capable of performing envisioned activities. Specific eligibility requirements are described in Section 1.5.

Depending on the task and the capacity of the offerors, the role of prequalified subcontractor may include the following:

### **Evaluations, Studies and Assessments**

- **Provision of key team members on evaluation or study teams.** This may include Team Leaders or Team Members with expertise in various evaluation methodologies and/or research experience in relevant subject areas.
- **Study/assessment/evaluation related data collection, management and report writing** including large scale surveys, computer assisted telephone interviews (CATI), geo-referenced data, and qualitative data collection (such as key informant interviews or focus group discussions). This may require the full range of support including instrument design, tool programming, tool translation, ethical clearance, pre-testing, transcription, training of data collection staff, pilot testing, qualitative data coding, data collection, data analysis, report writing, management of appropriate software, and quality assurance.

Specific requirements will be determined as opportunities are assigned by USAID and will be communicated to short-listed organizations in subsequent Orders.

### **1.3 Legal Notes**

- The Solicitation:
  - o IBI may amend, extend, or cancel this solicitation at any time, or fulfill its requirements through other processes at its discretion.
  - o IBI may decline to review offers containing errors or omissions.
  - o This solicitation does not obligate IBI to include an offeror in the prequalified list nor to make an award to any offeror.

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- **Offers**

- IBI will not pay for any cost incurred in the preparation and submission of an offer in response to this solicitation.
- Offeror warrants that its offer, and any data contained in its offer does not include any proprietary information unless it is marked as such nor does it contain third party intellectual property to which the offeror does not have rights. IBI reserves the right to remove any proprietary information marking if it is unduly labeled.
- Offeror is fully responsible for any data submitted as part of its offer and for the proper transmission of the offer.

- **Offerors:**

- Offerors must disclose any conflict of interest, whether actual or perceived, that may result from the offeror performing the service for IBI. IBI may consider reasonable mitigation plans.
- Potential offerors and their officers, employees, and agents must not engage in any collusive, anti-competitive conduct or any similar conduct with any other offeror.
- Offerors must disclose the assistance of any former employee of IBI or IBI's client (USAID) if such individual has assisted with the preparation of the offer having recently left IBI or USAID within 12 months. Offerors are warned that such assistance may preclude their offer from consideration.
- By submitting a proposal, offerors warrant that they have not provided or offered any payment, gift, gratuity, item or other consideration to the IBI, its officers, employees, or agents, or any other individual engaged in the decision-making process relating to this solicitation, which could influence the outcome of this solicitation or any other dealings between IBI and offeror. Offerors are required to report such incidents to IBI ethics hotline. Any such conduct discovered by IBI will immediately disqualify the offeror from participating in this procurement.

## **1.5 Eligibility**

Offerors must meet the following minimum eligibility requirements:

- a. Be a local private non-governmental organization whether for profit or not-for- "Local" means the following:

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- a) It's organized under the laws of Tanzania.
  - b) Its main place of business is in Tanzania.
  - c) At least 51 percent of the legal property belongs to one or more Tanzanian residents who are citizens or lawful permanent residents of Tanzania; and
  - d) It's not controlled by a foreign entity or by one or more individuals who are not resident citizens of Tanzania.
- b. Have or be able to obtain via SAM.gov a Unique Entity Identifier (UEI) number before an award.
  - c. Be financially stable and have adequate financial resources (or the ability to obtain such resources) as necessary during the performance of the task orders.
  - d. Have the necessary management systems and ability to meet required management standards, including the processes and systems necessary to meet the reporting requirements and data security and protocols to ensure the quality of information and its management and dissemination.
  - e. Must not have active exclusion in SAM (<http://www.sam.gov>)
  - f. Must not appear on the Special Designated National (SDN) and Blocked Persons for the Office of Foreign Assets Control (OFAC).
  - g. Must not be on the United Nations Security Council (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>) Consolidated List of Sanctions.

## **Part 2: Offer**

### **2.1 Offer Contents**

The following items are required to be submitted as part of the offer:

#### **1. Cover letter containing:**

- Eligibility Statement describing compliance with eligibility requirements. This statement must also include name of the company, President, CEO and controlling owners (including ultimate beneficial owners).
- Responsibility Statement stating that the offeror company is in good business standing, has no record of default or negative past performance, and has ability to obtain resources to perform services under future awards solicited.

#### **2. Technical Proposal**

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Both must be submitted by the due date and time indicated in the Solicitation Details section to the contact listed. PDF or MS Word document format must be used for submissions. If you do not receive email confirmation of receipt, please contact the point of contact listed. The subject line of proposal submission emails must reference the solicitation number.

## **2.2 Instructions for the Contents of the Technical Proposal**

The Technical Proposal is limited to seven pages, excluding Annexes. IBI will not assess any information submitted above the page limit. Proposals must be submitted in English, standard letter sized (8.5" x 11" or 216mm x 297mm), single spaced, Times New Roman font not less than 11 points in size, with page margins of at least 1".

### **2.2.1 .Executive Summary**

The technical proposal should include a concise summary (no more than a half page in length) of the offeror's relevant experience and capacity in one or more of the T-MELA task areas defined in sections 1.2 and 2.2.2.

### **2.2.2 Institutional Capacity**

The technical proposal must demonstrate the offeror's institutional capacity to carry out projects in one or more of the following task areas:

#### **Evaluations, Studies and Assessments**

- Design and implementation of evaluations (e.g., performance, whole-of-project, impact), studies, and/or research in relevant subject areas, such as:
  - Youth and development, especially civic participation, economic empowerment, health and education
  - Democracy and governance, including security and justice
  - Anti-corruption and transparency
  - Education
  - Health and Nutrition
  - Economic development
  - Agriculture and food security
  - Environment and infrastructure
  - Gender and Social Inclusion
- Data Collection, including:
  - Large scale surveys
  - Quantitative data collection
  - Qualitative data collection (e.g., key informant interviews, focus group discussions)
  - Instrument design, ethical clearance, training of data collection staff, pre-testing, pilot testing, data collection,
  - quality assurance, management of appropriate software, and data management

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- Computer Assisted Telephone Interviews (CATI), Computer Assisted Web Interviews (CAWI), and Pen and Paper Personal Interviews (PAPI)

Offers should demonstrate that they have sufficient institutional capacity, including in the areas of financial management, administration, project management and human resources, to carry out the tasks described in this RFP. This section of the proposal does not need to reference specific past performance or project or highlight individual key staff, as those will be included in sections 2.2.3 and 2.2.4. 2.2.3

### **2.2.3.Past Performance Information**

Offerors must demonstrate a satisfactory record of past performance, including a satisfactory track record of meeting the performance objectives expected in previous engagements. Experience with International and regional donor funded programs is preferred, but successful experience with other development programs is acceptable.

As an Annex to the technical proposal, past performance information must be provided for at least three previous assignments in the one or more of the technical areas defined in section 2.2.2. The offeror's experience may be national, regional, departmental, municipal or at the community level and must include following:

- a) Description of the assignment and relevancy to the proposed areas of experience/expertise
- b) Name of the funding agency/client
- c) Period of performance
- d) US Dollar value of work
- e) Type of contract mechanism
- f) Client reference contact information

The offerors must use the past performance template form included in Annex A.

### **2.2.4 Organizational Structure & Key Personnel**

The offeror should outline the organizational structure and describe how the organization manages staffing for activity implementation in the proposed area(s) of expertise.

The offeror must propose and provide CVs for two or more key personnel. Each CV should be no longer than 5 pages and must be included as an Annex to the technical proposal. Key personnel should have at least five years of demonstrated successful experience in at least one task area.

Illustrative key personnel qualifications:  
TECHNICAL EXPERT FOR

- Education and special skills:
  - o University degree in related technical field, such as engineering, economics, business, or social studies, with postgraduate studies in social and economic

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research, development cooperation, or other fields related to the evaluation of development programs.

- o Full professional proficiency in Kiswahili and English.
- Professional experience
  - o At least 10 years of professional experience in the related sector.
  - o At least 5 years of highly relevant experience in proposed task area(s).

### **Part 3: Evaluation Basis**

#### **3.1 Evaluation Basis**

The Offeror should note that the evaluation factors presented below will (1) serve as a standard against which IBI will evaluate all offers; (2) serve to identify the significant matters that the offeror should address in its offer; (3) reflect the requirements of this solicitation.

The IBI will evaluate offers on the basis of the following criteria which are listed in descending order of importance and significance:

1. Offeror Institutional Capacity: will be evaluated based on the institutional capacity to manage tasks of similar size, scope, and complexity to the proposed areas of experience/expertise.
2. Offeror Past Performance: will be evaluated on demonstration of successful completion of at least three relevant projects in at least one task area and adherence to the past performance instructions provided in this RFP.
3. Offeror Staffing Approach and Key Personnel: will be evaluated based on the organizational structure, proposed staffing approach, and technical and management qualifications of the key personnel. Key personnel should have at least five years of demonstrated successful experience in at least one task area.

Successful offerors will be notified that they are on the prequalified list for future business opportunities.

### **Part 4: Attachments**

The following attachments are considered integral to this solicitation:

- Past performance information form

## **ANNEX A**

### **Past Performance Information**

[ONE FORM TO BE COMPLETED BY THE OFFEROR FOR EACH PAST PERFORMANCE EXAMPLE]

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1. FUNDING AGENCY OR ORGANIZATION:

2. TYPE OF CONTRACT OR COOPERATIVE AGREEMENT (FIRM FIXED PRICE, TIME & MATERIALS, COST REIMBURSEMENT, ETC.);

3. DATE OF AWARD:

STATUS: ACTIVE \_\_\_\_\_ COMPLETED \_\_\_\_\_

AWARD COMPLETION DATE (INCLUDING EXTENSIONS): \_\_\_\_\_

4. VALUE OF WORK (USD):

5. DESCRIPTION OF THE ASSIGNMENT (SIZE, SCOPE, AND COMPLEXITY) AND RELEVANCY:

6. CONTACT INFORMATION FOR CLIENT REFERENCE:

NAME AND TITLE:

TELEPHONE NUMBER:

E-MAIL ADDRESS: